

## **Advice for Incoming IABC/OC President**

1. What is your vision for the IABC/OC chapter? You have to believe it in order to get buy-in.
2. What are the members' needs?
3. What do you want to accomplish this year to meet the above needs and vision?
4. Think of how to create continuity from year to year. Make adjustments when necessary.
5. Make sure everyone is clear on the tasks required of each of them to reach their goals
6. Keep in touch with VPs to check on their progress toward goals.
7. Thank them often and sincerely. Be specific.
8. Check dates of International events and plan your year around them, especially the Membership Months and the International Conference.
9. Get signatures changed on bank account.
10. Get tax report done (Finance VP).
11. Hold board elections.

### **Before board meetings:**

1. Get out meeting notice. Check to see if the 3<sup>rd</sup> Monday conflicts with holidays.
2. Remind people 2 wks before, 1 wk before, the Friday before.
3. Get rsvps so we know how much food to get.
4. Find out if anyone has something to put on the agenda.
5. Remind them of their action items.

### **At the meetings:**

1. Move them along quickly. Sometimes there is some discussion that can be taken care of offline.
2. Make sure to take notes if the VP of Administration can't make it.
3. Make sure people are clear on their action items at the end of the meeting.
4. Make it fun.

### **After the meeting:**

1. Make sure to get meeting minutes out quickly so that people remember their action items.
2. Breathe a sigh of relief for a brief moment.

### **Between meetings:**

1. Work out monthly date for call with chapter advocate.
2. Listen to or join in on monthly International Presidents' call.
3. Write your president's column for the newsletter. Keep it brief.

**Events:**

1. Ask board members if there are any announcements.
2. Write your script.
3. Make sure someone is available to check people in.
4. Check to see that the name tags, check-in list and Who's Here list will be done. (Claudia usually does this)
5. Start checking the head count a week before to see if you need to rally the troops.
6. Give the head count to the venue.
7. Make sure there is a screen, projector and microphone if needed.
8. Remind board members to sit at different tables, to greet people and to connect them with other attendees. Don't let them be a wallflower.
9. Keep your eyes and ears open at the meetings for potential new members and connect them with the VPs of Membership.
10. Near the end of the year, negotiate a new contract with the venue.